

Document 00910

ADDENDUM NO. 3

Date of Addendum: 11/28/18

PROJECT NAME: Westbury Library

PROJECT NO: E-000262

SUBMITTAL DATE: **December 6, 2018**

FROM: City of Houston, General Services Department
900 Bagby, 2nd Floor
Houston, Texas 77002
Attn: Obioma Nwakanma, Project Manager

TO: Prospective Respondents

This Addendum forms a part of the Request For Qualifications (RFQ) and it will be incorporated into the Contract, as applicable. Insofar as the original RFQ is inconsistent, this Addendum governs.

CHANGE TO SUBMITTAL DATE

1. The Submittal date for this Project has been changed from November 29, 2018 to **December 6, 2018**. Time of day and place for submission of Statement of Qualifications (SOQ) remains the same.

CHANGE TO RFQ

2. Replace Section 3 – Evaluation Process and Criteria in the Request For Qualifications (RFQ) with the attached document.

CLARIFICATION

3. The New Westbury Library will be a Neighborhood Library as described in the attached document titled "Library Service Models"

END OF ADDENDUM NO. 3

(CRC: o/v)

Richard Vella
Associate Director
Real Estate, Design & Construction
General Services Department

11/28/18
DATE



REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ARCHITECTURAL SERVICES

Project Name: Westbury Library

Project Number: E-000262

3 – EVALUATION PROCESS AND CRITERIA

3.1 EVALUATION PROCESS

The Respondents will be evaluated as follows:

Step One: Statement of Qualifications – An evaluation committee will review and evaluate Respondent's SOQ, based on the evaluation criteria set out below. Respondents can receive up to 100 points for the SOQ. A maximum of five firms will be short-listed to participate in Step Two.

Step Two: Interviews/Presentations – Short-listed Respondents will be required to participate in an interview/presentation. The interview/presentation will be evaluated based on evaluation criteria set out below. The Respondent can receive up to 150 points for the interview/presentation.

The apparent successful Respondent will be the Respondent that is most qualified based on the combined SOQ and interview/presentation scores.

3.2 EVALUATION CRITERIA FOR STEP ONE

The SOQs will be evaluated as follows:

0. SOQ completed in accordance with instructions (5 Points Maximum)
1. Respondent's Experience (30 Points Maximum) – reference Section 1.1 of SOQ
2. Proposed Key Personnel's Experience (35 Points Maximum) – reference Sections 2.1 – 2.5 of SOQ
3. Proposed Key Personnel's Office Locations (5 Points Maximum) – reference Section 3.1 of SOQ
4. Proposed Design Team Consultants (25 Points Maximum) – reference Section 4.1 - 4.6 of SOQ

3.3 EVALUATION CRITERIA FOR STEP TWO

While it is not possible to develop conceptual designs for presentation during the interview, it is imagined that the Respondent will research trending innovative concepts within the industry for the design of facilities with similar service types. The Respondent will be evaluated in part for the ability to illustrate form, function and scale as applies to this facility and service type in context. Respondent can provide conceptual design ideas for elements that are specific and appropriate to these service types. Innovative models that are illustrated in how they may be applied to this project will be valued.

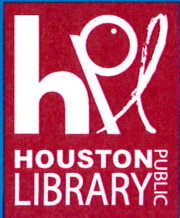
Each team will have five minutes prior to the scheduled interview time to set up for presentation (SmartBoard available). Next, the team will have 45 minutes to make a presentation. Following each presentation, the Evaluation Committee will conduct a 20-minute question and answer session.

The presentation shall include the following topics:

1. Introduction
2. Highlight relevant project experience of Proposed Key Personnel and/or Design Team, including work with this Construction Delivery Method
3. Ideas Related to this Project

Following the presentation, the Evaluation Committee Members will ask questions. The Interviews/Presentations will be scored as follows:

1. Overall Presentation (**25** points maximum)
2. Design Team and Proposed Key Personnel dynamics (**50** points maximum)
 - a. Demonstrated successful team synergy
 - b. Demonstrated team creativity
 - c. Experienced with selected Construction delivery method
3. Approach to this project (**75** points maximum)
 - a. Demonstrated knowledge of existing site constraints
 - b. Demonstrated knowledge of industry trends
 - c. Demonstrated knowledge of local context
 - d. Demonstrate relevant innovative concepts



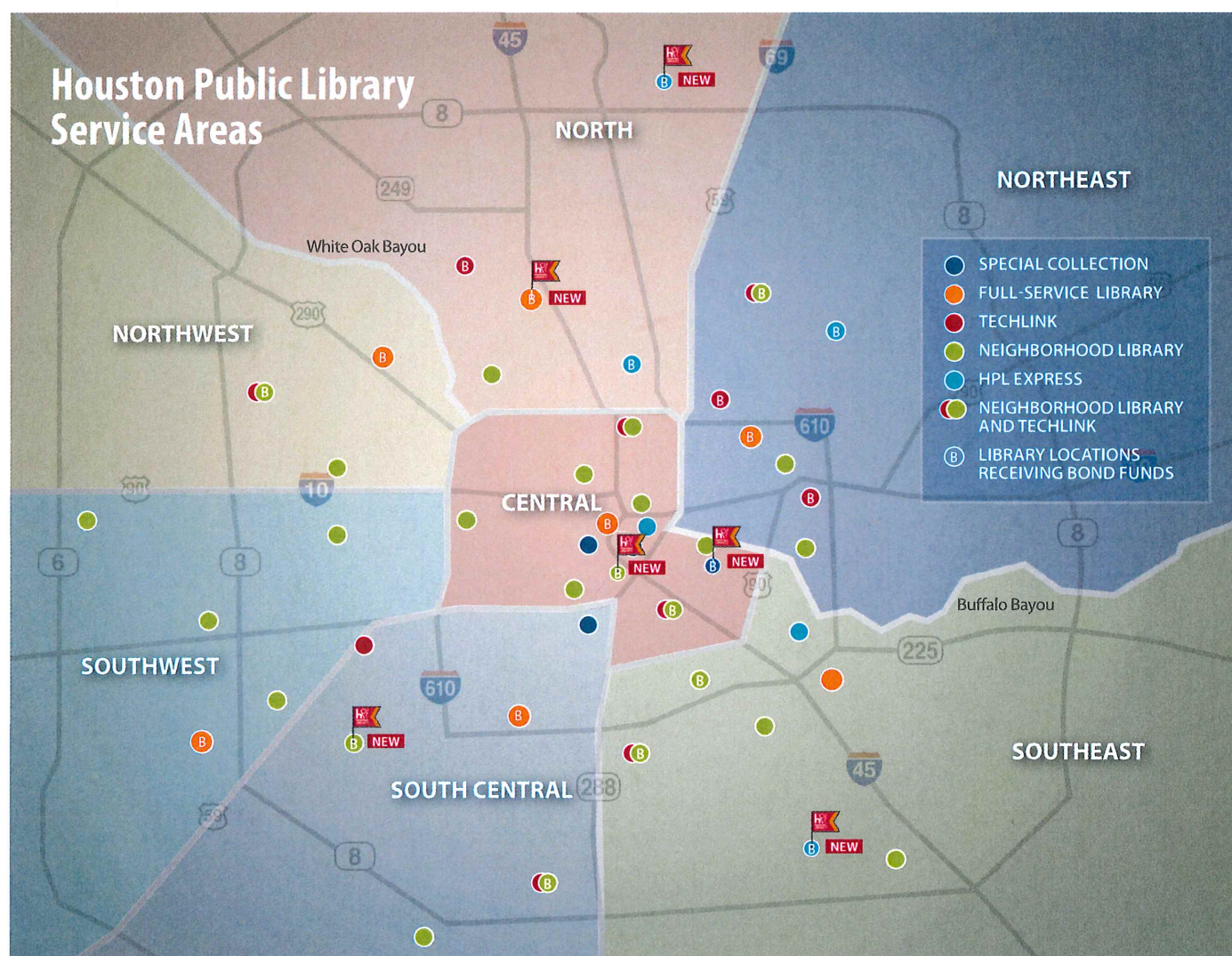
One Houston One Library

Linking YOU to the World

Rhea Brown Lawson, Ph. D.
Director, Houston Public Library

Dedicated to helping create COMPLETE COMMUNITIES

We are creating a comprehensive system strategically positioned across the city in seven service areas. These areas follow the geography that Houstonians travel throughout the city – by natural boundaries such as bayous and freeways. This plan is to ensure that our customers (current and new) have equitable access to resources and services within any service area of the city.



Envision a comprehensive library system with **7 Full-service Libraries, 17 TECHLinks, 23 Neighborhood Libraries, 7 HPL Express locations and our 4 Special Collections** which will provide the greatest impact on Houstonians of all ages, ethnicities, and life stages no matter where they live or travel.

At minimum, each area will have a:

- Full-service Library
- Neighborhood Library
- TECHLink

Library Service Models

Full-Service Library



Neighborhood Library



Library Service Models - Continued



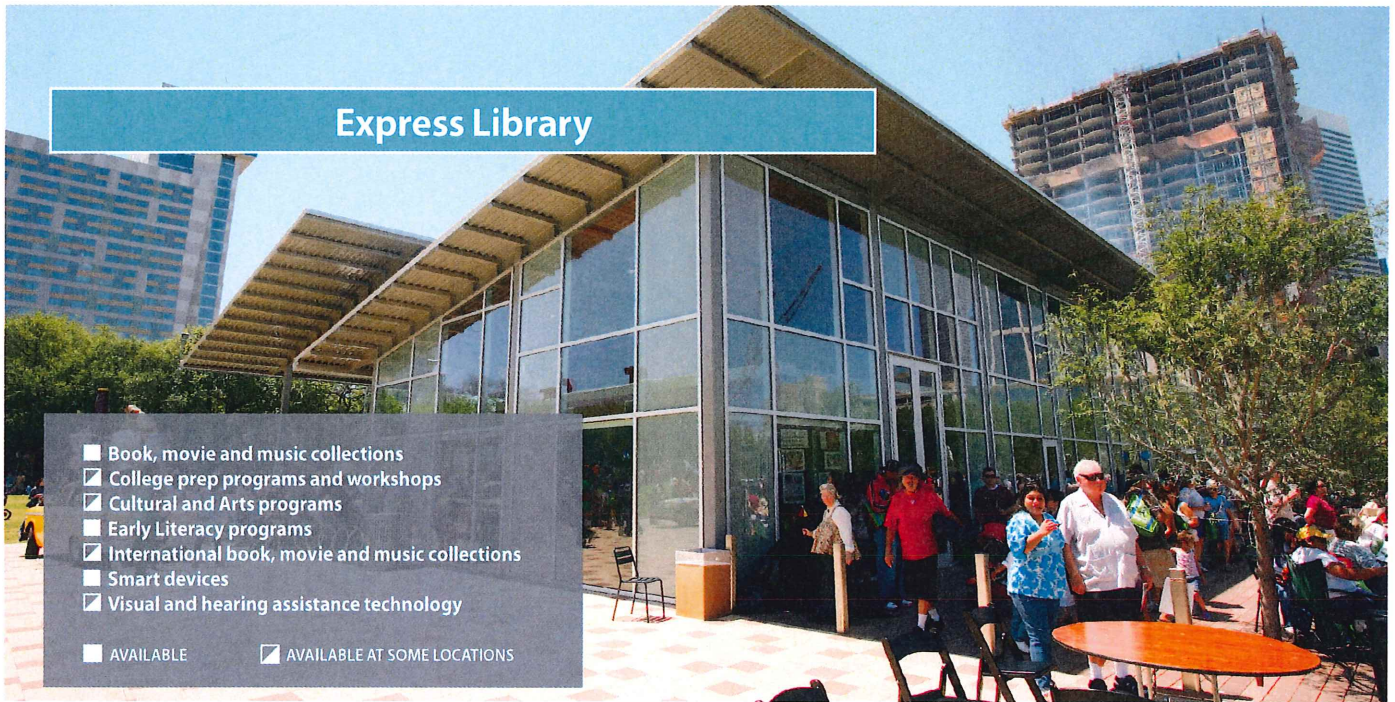
TECHLink



- Digital learning games
- Graphic art / design studio
- High tech print and scanning solutions
- Music / Print / Video / Graphic art production workshops
- Recording studio
- Smart devices

■ AVAILABLE

Express Library



- Book, movie and music collections
- College prep programs and workshops
- Cultural and Arts programs
- Early Literacy programs
- International book, movie and music collections
- Smart devices
- Visual and hearing assistance technology

■ AVAILABLE

■ AVAILABLE AT SOME LOCATIONS



www.houstonlibrary.org

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